SEJPME

How to Enroll

Step-by-Step Self-Registration Instructions

1. Go to **_Joint Knowledge Online (JKO)_** and click on **Log In**
2. Use your CAC or JKO User Name and password to authenticate and Log In. If you need assistance with your JKO User Name and password please contact the JKO Help Desk at jkohelpdesk@jten.mil or by telephone at 757-203-5654 or DSN: 668-5654.
   Note that when you are first logged in, you will be in the section called **My Training.** The navigation tab _My Training_ is underlined.
3. Update your student **Profile**. The _Profile_ link is located in the top right corner of the page.
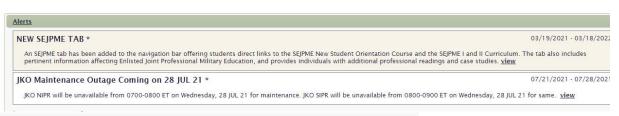

   Update both _personal data_ and _career information_. Your pay-grade must match your DOD ID card information. Scroll down, click **Save**.

4. From the top row of navigation tabs, click on **SEJPME.** Watch the SEJPME Program Overview video (3min).

JOINT CHIEFS OF STAFF

JOINT TRAIN

My Training | Course Catalog | Certificates | Community | Community Management | System Administration | Training Management | Report Builder

SEJPME SGST VCLASS

↻ Refresh   Show/Hid

My Training

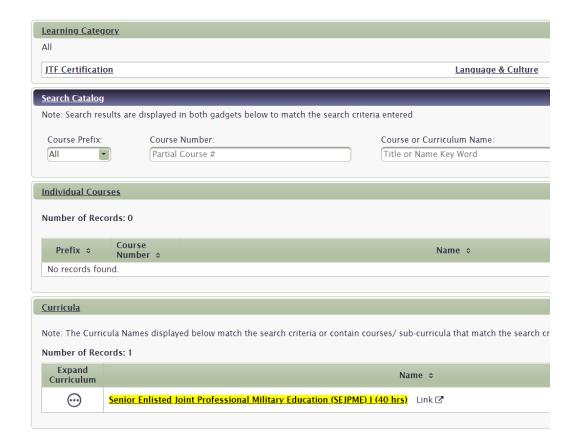| Alerts	
NEW SEJPME TAB ⁕	03/19/2021 - 03/18/2022
An SEJPME tab has been added to the navigation bar offering students direct links to the SEJPME New Student Orientation Course and the SEJPME I and II Curriculum. The tab also includes pertinent information affecting Enlisted Joint Professional Military Education, and provides individuals with additional professional readings and case studies. **view**	
JKO Maintenance Outage Coming on 28 JUL 21 ⁕	07/21/2021 - 07/28/2021
JKO NIPR will be unavailable from 0700-0800 ET on Wednesday, 28 JUL 21 for maintenance. JKO SIPR will be unavailable from 0800-0900 ET on Wednesday, 28 JUL 21 for same. **view**	

5. Scroll down, under *Academics,* select the course you are registering for. Note: All students are required to take the *SEJPME New Student Orientation Course* (15min) before they enroll in either SEJPME I or SEJPME II. The orientation course is not required for JFLD courses.

III. ACADEMICS

a. SEJPME PROGRAM

About SEJPME:

The SEJPME Program primarily consists of two separate certificate courses. Both certificate cou Multinational duty assignments.

SEJPME certificate courses have been evaluated by the American Council on Education (ACE).

Before registering for SEJPME courses, please watch the SEJPME overview video and complete the SI

Required: SEJPME New Student Orientation Course. Take me to this course - **HERE**

SEJPME I - Take me to this course - **HERE**

SEJPME II - Take me to this course - **HERE**

6. Click to enroll in the *SEJPME New Student Orientation Course (or any other course)*. Note courses can also found in the *Course Catalog* under *Individual Courses* or *Curricula*. Note when you click on *Show Training in Catalog* you are now in a different tab, **Course Catalog.** Scroll down, under *Course Status* click *Enroll.*

7. Click on the tab, **My Training.** The course you enrolled in should now be found in the *Elective Training* section of *My Training.*
8. Click, *Launch*.
9. Once the *Orientation course* is complete. Click the <u>SEJPME</u> tab to enroll in SEJPME I or SEJPME II.
10. SEJPME I and SEJPME II certficate courses are located in the <u>Course Catalog</u> section called *Curriclua*, below the *Individual Courses* gadget.

Common Registration Errors and Additional Support

The majority of enrollment errors occur because student profiles are not up to date. Ensure your profile is complete and accurate, especially your pay-grade. Ensure profile updates are *Saved* before exiting.

If you require additional support registering for SEJPME, please contact the JKO Help Desk at jkohelpdesk@jten.mil or by telephone at 757-203-5654 or DSN: 668-5654.